

Retention and Classification Report

Agency: Department of Human Services. Division of Child and Family Services. Cedar City Office (1863)
106 North 100 East
Cedar City, UT 84720

Records Officer Linda Bright

09571	Adoption case files
25152	Child Protective Services investigation audio and video reco
22175	Child and family Services family case records
18742	Child protective services investigation case files
18724	Denied substitute care applications
27200	Medical eligibility case files

AGENCY: Department of Human Services. Division of Child and Family Services.
Cedar City Office

SERIES: 9571

3

TITLE: Adoption case files

DATES: 1930-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files document adoption placements for children whose birth parents have either been deprived of or have permanently relinquished their parental rights. Information includes face sheet, intake information, social history, closing information, medical, genetic, and birth information, educational records, psychological evaluations, birth certificates, legal documents, adoption reports, summons, paternity rights, administrative reviews, investigative reports, handwritten notes, financial reports, and correspondence.

RETENTION:

Retain 25 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 23 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Human Services. Division of Child and Family Services.
Cedar City Office

SERIES: 9571

TITLE: Adoption case files

(continued)

APPRAISAL:

Administrative Historical Legal

This disposition is based on UCA 70-30-15 (1992), which specifies that the petition, written report, and other records concerning adoptions be sealed. "Those items are not open to inspection or copying except upon order of the court expressly permitting inspection or copying, after good cause has been shown." Utah Administrative Code, R817-3-8 (1989), specifies that adoptions be retained permanently. This retention is also comparable to Wisconsin RLIN record WIHV86-A1641.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. Psychiatric and psychological information.

AGENCY: Department of Human Services. Division of Child and Family Services.
Cedar City Office

SERIES: 22175

3

TITLE: Child and family Services family case records

DATES: 1996-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document complete case histories of the Division of Child and Family Services (DCFS) provided to families. These services include children at risk (CAR), clinical casework counseling (CCS), counseling individual services (CIS), child protective services (CPS), custody evaluations, family preservation (PFP), family reunification (PFR), in-home services (PSC and PSS), interstate compact services (ICPC), out of home care (SCF), courtesy supervision (SCS), and youth services (PYS). These programs are funded by DFCS and/or local discretionary funds. These files will enable the division to monitor the types of services that have been provided to a family and work more effectively in providing new services when required. Information includes family histories, names, birth certificates, social security cards, court documents, guardianship orders, tribal membership certification, activity log logs, case plans, psychological progress notes, personal and family counseling reports, psychological and psychiatric information, medical and dental reports, employment histories, living conditions, marital status, salary information, collateral agency data, child abuse and neglect reports, police reports, family studies, health and education records and fees, medicaid information, payment records, release forms, contracts, and reference letters. After 2009, domestic violence records are included in family case files. Previously they were kept in a separate series #18404.

RETENTION:

Retain 25 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 34.

AUTHORIZED: 09/20/1999

AGENCY: Department of Human Services. Division of Child and Family Services.
Cedar City Office

SERIES: 22175

TITLE: Child and family Services family case records

(continued)

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on UCA 17-12-36 (1918), which specifies that any legal action commences after the child has reached the age of majority. The 25 year retention ensures that these records will be retained long enough to cover both state statutes and the Juvenile Court Act.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Cedar City Office

SERIES: 25152

TITLE: Child Protective Services investigation audio and video records

DATES: 1996-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 4.70 cubic feet.

DESCRIPTION:

These audio and video tapes are created by contracted providers to document child abuse evaluations for use in litigation and court proceedings. They are also used in the procedure of diagnosing and suggesting treatment for those victims of sexual and other forms of abuse. They contain interviews with children eighteen and under who are alleged victims of abuse. These are related to the Child Protective Services investigation case files (see record series 18742). UCA 62A-4-509 (2002) specifies that when either an oral or written report of alleged abuse or neglect is received, the Department of Human Services is obligated to conduct a thorough investigation. The investigation may include inquiry into the child's home environment, emotional and mental health, the nature and extent of injuries, a detailed description of the abuse and an assessment of the child's physical safety.

RETENTION:

Retain 15 years after case is closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 8.

AUTHORIZED: 08/01/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Audio cassettes: Retain in Office for 3 years after case is closed and then transfer to State Records Center. Retain in State

AGENCY: Department of Human Services. Division of Child and Family Services.
Cedar City Office

SERIES: 25152

TITLE: Child Protective Services investigation audio and video records

(continued)

Records Center for 12 years and then destroy.

Video recordings master: Retain in Office for 3 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 12 years and then destroy.

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

Protected

AGENCY: Department of Human Services. Division of Child and Family Services.
Cedar City Office

SERIES: 18742

3

TITLE: Child protective services investigation case files

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document determination of child abuse and neglect of children. Child protective service workers use this information to determine whether or not a child is the victim of abuse or neglect. Information includes name, court actions, investigations, family information, psychiatric and psychological information, and victim information.

RETENTION:

Retain 30 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 24.

AUTHORIZED: 06/09/1997

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Division of Child and Family Services.
Cedar City Office

SERIES: 18742

TITLE: Child protective services investigation case files

(continued)

PRIMARY CLASSIFICATION:

Exempt UCA 62A-4-513 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Cedar City Office

SERIES: 18724

3

TITLE: Denied substitute care applications

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are denials of applicants seeking to adopt. Information includes application for adoption, adoptive family photos, foster home records pertaining to the child, the child's medical record, original parent's medical history, correspondence regarding the case, court medical assistance records, social evaluations and names of original parents and children, certificates of license from adoption agency, history of events concerning the adoption, and case study summaries.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 5.

AUTHORIZED: 04/09/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after denial and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Department of Human Services. Division of Child and Family Services.
Cedar City Office

SERIES: 18724

TITLE: Denied substitute care applications

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed
by the agency.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63-3-303 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Cedar City Office

SERIES: 27200

1

TITLE: Medical eligibility case files

DATES: 1995-

ARRANGEMENT: Chronological thereunder alphabetical by client surname

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Human Services. Division of Child and Family Services.
Cedar City Office

SERIES: 27200

TITLE: Medical eligibility case files

(continued)

PRIMARY CLASSIFICATION:

Private

UCA 63G-2-302(1)(a)(b)(f)(2008)